

NOTE: Overtime Compensation Policies

At its fifty fifth Meeting, the Council directed that draft proposed Agency [redacted] and [redacted] "Overtime Compensation Policies", receive Council coordination. No non-concurrences resulted from this coordination. Suggested comments which were adopted are identified by single underline; deleted material is struck through; that material which will be single underlined for emphasis when the notices are published is double underlined in these drafts.

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OVERTIME COMPENSATION POLICIES

1. GENERAL

- a. For the purpose of establishing an hours-of-duty and overtime compensation system the Agency differentiates between:
 - (1) Services which are accurately measurable for compensation purposes by the classification of the position and the number of hours of duty the employee is directed to serve. Services of this general type embrace most positions of grade GS-10 and below.
 - (2) Services which, although generally measurable for compensation purposes by the classification of the position, are not measurable in terms of productivity or value by the number of official duty hours worked. Services of this type include most positions of grade GS-11 and above.
- b. Positions of grade GS-11 and above warrant special policy consideration with respect to hours of duty and overtime compensation for one or more of the following reasons:
 - (1) They predominantly require the exercise of executive and professional skills and attributes such as creativeness, leadership, initiative and judgment, which cannot be evaluated accurately on the basis of the number of hours of work performed.
 - (2) Individuals performing executive and professional duties have such great variations in their aptitudes and related work habits that they

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should not be circumscribed in the performance of their duties by prescribed maximum work hours.

(3) Many professional positions require duty at multiple duty points and at irregular times of day and involve duties of such a nature that the need for and the duration of the duty periods is significantly determinable only by the individual.

- c. The specific overtime compensation policies contained herein are designed to give recognition to the general concepts set forth above and at the same time to accommodate situations to which the general policies cannot be applied with equity. *Consequently the policies set forth below supersede those set forth in [] insofar as any conflict exists between the two.*
- This Notice augments [] in that it requires the identification of individuals who can be directed to work overtime and makes provision for the subsequent approval of overtime worked at the discretion of an individual who has not been identified to work overtime.

2. OVERTIME COMPENSATION POLICIES

- a. Directed overtime duty for which compensation or compensatory time off will be granted shall be kept to the absolute minimum consistent with the timely accomplishment of essential functions.
- b. Persons in grades GS-10 and below may be directed by appropriate supervisory authority to work overtime, and will receive compensation or compensatory time off in lieu thereof.
- (1) Excepted from the above are persons formally designated by Operating Officials, with the concurrence of the Director of Personnel, as

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trainees for executive or professional positions of grade GS-11 and above. Such trainees will not be directed to perform overtime and will not receive overtime compensation when they voluntarily work overtime hours.

c. Persons in whose grades grade is GS-11 and above (executive and professional positions) will not normally be directed to work overtime or be authorized to receive compensation or compensatory time off for duty time voluntarily contributed. Exceptions to this policy are:

- (1) Persons in production positions, the productivity of which is predominantly measurable in units of production or hours of duty performed, may be designated as such by Operating Officials, with the concurrence of the Director of Personnel, and the incumbent will receive compensation or compensatory time off for directed overtime performed.
- (2) Individuals directed to perform duties on each of the seven days of their work week shall receive compensation or compensatory time off for work performed on Saturday and Sunday or such other days designated as the sixth and seventh days of their work week.
- (3) Any individual who, in the performance of assigned duties, completes a total work week in excess of 48 hours may be authorized compensation or compensatory time off for hours of duty in excess of 48 (exclusive of hours of directed overtime worked and compensated in accordance with paragraph c.(2) above). No compensation will be paid nor compensatory time off granted for hours of duty between 40 and 48 in

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recognition of the concepts of discretionary latitude in the performance of executive and professional services set forth in paragraph 1.b., above. (See attachment)

- d. Deputy Directors, with the concurrence of the Head of the Career Service concerned, are authorized to determine that the exceptions provided in paragraphs c.(2) and (3), above, shall not be applied to any or all of the types of duties performed by employees under their jurisdiction when in their judgment overtime compensation is not appropriate to the normal conditions of service of the position or positions concerned.
- e. Operating Officials are directly charged with the responsibility to apply the preceding overtime policies with consistency and equity.
- f. Delegations of authority in writing shall be made by all Operating Officials to supervisors authorized to approve hours of overtime which may be paid or credited to compensatory time. Copies of these delegations shall be furnished to the Fiscal and/or Finance Division, as applicable.
- g. Authorized supervisors to whom authority is delegated in accordance with paragraph 2.b.(1) below are charged with the full responsibility to assure that before approval of overtime for payment or credit as compensatory time off, the employees concerned are eligible under the policy requirements and the supervisors' approvals will be accepted by the Office of the Comptroller as full authority for payment or credit.

3. IMPLEMENTATION

- a. Operating Officials, with the concurrence of the Director of Personnel, will identify by name each trainee excluded from receiving overtime compensation in accordance with paragraph 2.b.(1); similarly, they will identify each GS-11 and above "production" position authorized overtime compensation in accordance with paragraph 2.c.(1).
- b. The procedural provisions for the administration of overtime prescribed in

Regulation [] remain in effect except as modified by the following changes

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covering Vouchered Funds payroll (T&A Report Form No. 20), Confidential Funds Departmental payroll (T&A Report Form No. 20a) and ☐ Field payroll (T&A Report and Payroll Change Slip No. 1027):

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- (1) Overtime work ordered to be performed by employees in grades GS-10 and below will be reported on the T&A record form as overtime in the usual manner, except as provided in paragraph (5) below.
- (2) Overtime work ordered to be performed by employees occupying positions of grades GS-11 and above which have been designated by Operating Officials, and concurred in by the Director of Personnel, to be "Production Positions", as defined in paragraph 2c(1) above, will be reported on the T&A record form as overtime or compensatory time in the usual manner, except as provided in paragraph (5) below.
- (3) When employees in grades GS-11 and above are ordered to perform duties on each of the seven days of their workweek the number of hours worked on Saturday and Sunday, or such other days designated as the sixth and seventh days of the workweek, which cause the total work hours of the week to exceed 40 hours, will be reported in the usual manner on the T&A record form as overtime work, except as provided in paragraph (5) below.
- (4) In the event discretionary hours of work have been performed by an employee in grades GS-11 or above which cause the total hours of the workweek to exceed 48 hours under the circumstances set forth in paragraph 2c(3) above, the supervisor will review the work program and the work performance of the employee and make a determination whether any or all of the hours of work performed in excess of 48 warrant

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constituting, after the fact, directed overtime. The overtime work performed and approved for payment or credit as compensatory time off shall be reported in the usual manner except as provided in paragraph (5) below.

- (5) Pending the revision of the several T&A forms the reporting of this overtime work shall be made as follows:

(a) T&A Report No. 20

All hours of overtime as reported by an employee shall be shown in the column designated for overtime (O/T) for each day; however, at the bottom of this column there shall be shown on the "Adjusted Totals" line the number of hours of overtime authorized for payment. The number of hours of overtime performed which are authorized to be credited as compensatory time shall be shown on the "Adjusted Totals" line under the C/T column. Any hours of discretionary overtime worked for which neither payment nor compensatory time off will be granted shall be omitted from the "Adjusted Totals" line. If no payment for overtime or credit as compensatory time off is authorized for hours shown in the O/T and C/T columns on the "Pay period totals" line, a zero (0) shall be shown in both the O/T and C/T columns on the adjusted totals line.

(b) T&A Report No. 20a

All hours of overtime as reported by an employee shall be shown in the column designated for overtime (O/T) for each day; however, at

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the bottom of this column there shall be shown on the "Per-Totals" line the number of hours of overtime authorized for payment. The number of hours of overtime performed which are authorized to be credited as compensatory time shall be shown on the "Per Totals" line under the C/T column. Any hours of discretionary overtime worked for which neither payment nor compensatory time off will be granted shall be omitted from the "Per Totals" line. If no payment for overtime or credit as compensatory time off is authorized for hours shown in the O/T and C/T columns on the "sub-totals" lines a zero (0) shall be shown in both the O/T and C/T columns on the "Per Totals" line.

(c) T&A Report and Payroll Change Slip - Form No. 1027

All hours of overtime as reported by an employee shall be shown in the column designated for overtime (O/T) for each day; however at the bottom of this column on the line intended for totals of biweekly period there shall be interlined the total overtime reported and below this there shall be shown opposite a caption "Adjusted Totals" to be inserted in the "Remarks" column the number of hours of overtime authorized for payment. The number of hours of overtime performed which are authorized to be credited as compensatory time shall be shown on the same line under the C/T column. Any hours of discretionary overtime worked for which neither payment nor compensatory time off will be granted shall be

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omitted from the "Adjusted Totals" line. If no payment for over-
time or credit as compensatory time off is authorized for hours
shown in the O/T and C/T columns on the line "Overtime Reported".
a zero (0) shall be shown in both the O/T and C/T columns on the line
captioned "Adjusted Totals".

- (6) ALL TIME AND ATTENDANCE REPORTS CONTAINING OVERTIME WORK FOR WHICH
COMPENSATION IS AUTHORIZED TO BE PAID OR COMPENSATORY TIME CREDITED
SHALL BE SIGNED BY THE SUPERVISOR AUTHORIZED TO APPROVE HOURS OF OVER-
TIME TO INDICATE APPROVAL.

- c. Quarterly reports of all overtime paid or compensatory time credited will be rendered by the Comptroller for review by the Deputy Director concerned ~~and the Career Council~~ and Heads of Career Service.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

L. K. White
Deputy Director
(Support)

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